Distr.
GENERAL

IDB.13/25
16 September 1994

United Nations Industrial Development Organization

ORIGINAL: ENGLISH

Industrial Development Board

Thirteenth session
Vienna, 7-11 November 1994
Item 13 of the provisional agenda

HOME LEAVE ENTITLEMENTS OF STAFF SERVING IN THE UNIDO SECRETARIAT

Proposal submitted by the Philippines

Note by the Director-General

1. The Permanent Representative of the Philippines to UNIDO, in a communication addressed to the Director-General dated 1 September 1994, requested the inclusion of the above item in the agenda of the forthcoming session of the Board.

2. The request for the inclusion of the item, submitted in accordance with rules 11 and 14 of the rules of procedure of the Board, was accompanied by the explanatory memorandum and draft decision reproduced in the annex to the present note.

V.94 26081 7842E

Distr.: 20 September 1994

Annex

PROPOSAL FOR THE INCLUSION OF THE ITEM "HOME LEAVE TRAVEL ENTITLEMENTS OF STAFF SERVING IN THE UNIDO SECRETARIAT" IN THE PROVISIONAL AGENDA OF THE THIRTEENTH SESSION OF THE INDUSTRIAL DEVELOPMENT BOARD, 7-11 NOVEMBER 1994

I. Explanatory memorandum

In accordance with rules 11 and 14 of the rules of procedure of the Industrial Development Board, the Philippines proposes the inclusion of the item - "Home leave entitlement of staff serving in the UNIDO Secretariat" - in the provisional agenda of the forthcoming thirteenth session of the Board to be held from 7 to 11 November 1994.

Decision IDB.12/Dec.4

In decision IDB.12/Dec.4, Annual Report of the Director-General: Further cost-cutting measures, the Board, among others,

- Stressed the need to pursue measures for cost cutting and efficiency in response to the rationalization of expenses and financial difficulties faced by the Organization as indicated in the Annual Report of UNIDO, 1993;

- Requested the Director-General, within the framework of overall cost-cutting efforts, to review the current arrangements for implementing the system of home leave entitlements of UNIDO staff, taking into account the relevant recommendations of the External Auditor, the conclusions of the internal Task Force on Rationalization of Expenditures and Cost Reduction, the opinions of the Staff Council and the parameters of the common system of the United Nations;

- Also requested the Director-General to report to the Programme and Budget Committee on the implementation of the action required in the paragraph above and to make appropriate amendments to the relevant Staff Rules of UNIDO at the latest by 1 January 1995.

Director-General's Interim Report to the PBC

At the tenth session of the Programme and Budget Committee (PBC), held from 20 to 24 June 1994, the Director-General submitted under agenda item 5, "Financial situation of UNIDO (Rationalization of expenditures and cost reduction)", an interim report (PBC.10/14, annex) on the implementation of the action requested in decision IDB.12/Dec.4. That interim report, among others, states that:

> The Director-General, in response to the request contained in decision IDB.12/Dec.4 to make appropriate amendments to the staff rules by 1 January 1995, will ensure that any changes in the arrangements for home leave travel will be consistent with the entitlements to such travel and with the United Nations Common System of Salaries, Allowances and Benefits.

Status of UNIDO Secretariat action taken on Board decision IDB.12/Dec.4

Given: the interim nature of the report made by the Director-General at the tenth session of the PBC; the fact that the PBC will not meet until next year; and taking into account the directive (IDB.12/Dec.4) to make appropriate amendments to the relevant staff rules by 1 January 1995, it is deemed imperative that the Board should consider the subject item at its thirteenth session in order to implement the said directive. In this regard, a draft decision is submitted herewith, for consideration by the Board.

II. Draft decision submitted by the Philippines

HOME LEAVE ENTITLEMENTS OF STAFF SERVING IN THE UNIDO SECRETARIAT

The Industrial Development Board:

(a) Recalls its decision IDB.12/Dec.4, which requested the Director-General, within the framework of overall cost-cutting efforts, to review the current arrangements for implementing the system of home leave entitlements of UNIDO staff;

(b) Further recalls that that decision also requested the Director-General to report to the Programme and Budget Committee on the implementation of the action required in the aforementioned request and to make appropriate amendments to the relevant Staff Rules of UNIDO at the latest by 1 January 1995;

(c) Notes that no proposed amendments to relevant staff rules were reported to the tenth session of the Programme and Budget Committee and that the Committee will no longer meet in the year to consider proposed amendments, if any, in time for their implementation by 1 January 1995;

(d) Requests the Director-General to take the following measures, which shall become effective not later than 1 January 1995, for the further rationalization of the system of home leave entitlements of the Secretariat's eligible staff:

(i) The Organization shall pay the home leave travel costs of the staff member on the basis of the least expensive fare available (which will be the lowest among the economy fare, excursion fare, contract fare, APEX, or any special or discounted fare), provided that the Organization shall bear the cost of any changes in the booking for reasons beyond the control of the staff member;

(ii) As an alternative, the Organization may pay the staff member a lump-sum which shall not be higher than fifty per cent (50 per cent) of the cost of the full economy fare of the least costly scheduled air carrier between Vienna and the closest airport to the established place of home leave. For children entitled to reduced-fare tickets, the maximum lump-sum shall be fifty per cent (50 per cent) of the applicable reduced fare. By selecting this option, staff members shall waive all other travel entitlement, including further amounts for transportation, rest stopovers, terminal expenses, insurance coverage, accompanied excess baggage and unaccompanied shipments, and for expenses relating to travel documents and visas for themselves and their eligible dependants;

(e) Requests the Director-General to make appropriate amendments to the relevant Staff Rules in line with the above;

(f) Further requests the Director-General to report to the Board on the implementation of the above measures.